



**TENDER NOTICE**  
**FOR PROCUREMENT OF IT & OFFICE EQUIPMENT**  
Ref: ATDC/NHO/RP/SMART/05/33/TE-05 Dated: 18/08/2015

**EMD: 50,000.00**

**Tender Fee: 1000.00**

**Date of Closing: 07/09/2015 at 1100 Hrs.**

**Date of opening: 07/09/2015 at 1200 Hrs.**

**CLIENT:**

APPAREL TRAINING AND DESIGN CENTER  
(Under the aegis of, APPAREL EXPORT PROMOTION COUNCIL)  
P-50, Paridhan Vikas Bhawan Sec-44, Gurgaon - 122003,  
Haryana (India) Phone: 0124-4659511 / 4659507  
Fax: 0124-4659500

**NAME AND ADDRESS OF TENDERER:**

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**SEAL:**

**TENDER NOTICE**  
**FOR PROCUREMENT OF IT & OFFICE EQUIPMENT**

HOD (RP/PP), Apparel Training Design Centre, P-50, Sec-44, Institutional Area, Gurgaon-122003, on behalf of Competent Authority, invites quotation for supply of IT & Office Equipment on PAN India basis for its ATDC-SMART Centres from registered OEM and their authorised dealers/distributors/Channel Partners/vendors/Firms for the below mentioned items for HP,SAMSUNG & CANON make. The items details are as follows:

| SL No. | Item description     | Unit | Qty |
|--------|----------------------|------|-----|
| 1.     | LaserJet Printer B/W | Each | 165 |
| 2.     | Flat Bed Scanner     | Each | 50  |
| 3.     | Photocopier B/W      | Each | 20  |
| 4.     | Photocopier colour   | Each | 02  |

**Delivery will be given as per the requirement in phases.**

**SUBMISSION OF TENDER:**

Separate envelopes should be used for Technical and Financial Bids and indication to that effect may be superscribed on the envelopes.

All the pages of the Tender Notice should be signed with the name and designation of the signing authority, with the seal of the company affixed at last page, in confirmation of having read, understood and agreeing with the terms and conditions of the Tender Notice and should be submitted with the bids. **This is important and essential.**

The envelopes superscribed ' **Technical Bid**' should contain the tender form (General terms & conditions, Technical & tender Memorandum)) without the 'Bill of Quantities' part, duly signed and stamped along with all relevant documents establishing the credibility of the firm. The Technical Bid will not contain any **price implication**.

**All envelopes containing the tender should be properly sealed.**

The envelope containing **Technical Bid** must contain the **Earnest Money Deposit (EMD) Demand Draft, Bank Guarantee or FDR** and **tender fee of Rs.1000/- (Rupees One Thousand Only)** in the form of **Demand Draft** in the name of **Apparel Training & Design Centre** payable at **Gurgaon (For tender fee only Demand Draft will be accepted)**.



**(Dr.R.A.Lal)**  
**HOD (RP/PP)**

**PART 1**  
**TECHNICAL BID**

**TECHNICAL BID**

1. Cost of tender: **Rs.1000.00** (Non Refundable)

a) Bank Draft (BD) No.:-----

b) Date of issue of BD:-----

c) Name of the issuing authority:-----

2. Name, complete address of the Firm/Agency and Telephone No.,

Fax No., with Agency profile if any -----  
-----

3. Name, Designation, Address and Telephone Number of Authorized person of Firm / Agency to deal with Fax number and Email address: -----

4. Name of the Bank(s) where the agency has account(s):

Address of the Bank: -----

Telephone number; -----

Fax number):-----

5. Please specify as to whether Bidder is a sole Proprietor /partnership firm Name, address and Telephone No. of Director/ partners should be specified-----

6. Service Tax Registration No.:-----

7. PAN/GIR No.:-----

8.TIN/GST/CST No.-----

9. Annual turnover for the last three year i.e.

2013-2014-----

2014-2015-----

2015-2016-----

10. Experience: (enclosed relevant documents for authentication as undertaken similar projects in past)

\_\_\_\_\_

11. Details of Earnest Money Deposited:

a) Amount:\_\_\_\_\_

b) Bank Draft/Bank Guarantee/FDR:\_\_\_\_\_

c) Date of issue of BD/BG/FDR:\_\_\_\_\_

d) Name of the issuing authority\_\_\_\_\_

Place\_\_\_\_\_ Signature\_\_\_\_\_

Date\_\_\_\_\_ Name\_\_\_\_\_ Seal of the firm

**DECLARATION**

1. I, -----Son /Daughter of Shri -----  
-----

Proprietor / Partner / Director / Authorized Signatory of -----competent to sign  
this Declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey  
my acceptance of the same.

3. The information / documents furnished along with above declaration are true and authentic to the  
best of my knowledge and belief. I/we am / are well aware of the fact that furnishing of any vague /  
false information / fabricated document would lead to rejection of my tender at any stage besides  
liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name:\_\_\_\_\_

Company's Seal:\_\_\_\_\_

**COMPATIBILITY OF ITEMS REQUIRED & QUOTED ITEMS TO BE SUBMITTED ALONG WITH TECHNICAL BID IN BELOW FORMAT:-**

**SPECIFICATIONS OF PRINTER LASERJET B/W:**

| SL.No. | Parameters  | Specifications of Quoted Item   |
|--------|---|---|
| 1.     | <b>Print speed black:</b>                                       | Up to 18 ppm  |
| 2.     | <b>First page out</b>   | As fast as 8.5 sec  |
| 3.     | <b>Print quality</b>  | Up to 600 x 600 x 2 dpi (1200 dpi effective output)   |
| 4.     | <b>Duty cycle</b>   | Up to 5000 pages  |
| 5.     | <b>Print technology</b>   | Laser   |
| 6.     | <b>Processor speed</b>  | 266 MHz   |
| 7.     | <b>Connectivity, standard</b>                                   | 1 Hi-Speed USB 2.0  |
| 8.     | <b>Compatibility of operating systems</b>                       | Windows 8, Windows 7 (32-bit/64-bit), Windows Vista (32-bit/64-bit), Windows XP (32-bit/64-bit), Windows Server 2008 (32-bit/64-bit), Windows Server 2003 (32-bit/64-bit) |
| 9.     | <b>Paper handling input, standard</b>                           | 150-sheet input tray  |
| 10.    | <b>Paper handling output, standard</b>                          | 100-sheet output bin  |
| 11.    | <b>Duplex printing</b>  | Manual  |
| 12.    | <b>Media sizes supported</b>                                    | A4,A5,A6,B5,postcards envelopes (C5, DL, B5)  |
| 13.    | <b>Power</b>  | 220-volt input voltage: 220 to 240 VAC (+/- 10%), 50 Hz (+/- 2 Hz), 6 A   |
| 14.    | <b>Power consumption</b>  | 360 watts (Printing), 1.4 watts (Ready), 0.9 watts (Auto-Off), 0.6 watts (Manual-Off)   |
| 15.    | <b>Acoustic pressure emissions bystander (active, printing)</b> | 51 dB(A)  |
|        | <b>Warranty</b>   | 3 years   |

**SPECIFICATIONS OF FLATBED SCANNER:**

| SL.No. | Parameters                      | Specifications of Quoted Item  |
|--------|---------------------------------|--|
| 1.     | Interface Type                  | USB 2.0  |
| 2.     | Max Supported Document Size     | 8.5 in x 11.7 in   |
| 3.     | Scan Element Type               | CCD  |
| 4.     | Input Type                      | color  |
| 5.     | Grayscale Depth                 | 8-bit (256 gray levels)  |
| 6.     | Color Depth                     | 48-bit color   |
| 7.     | Optical Resolution              | 1200 dpi x 1200 dpi  |
| 8.     | Control Panel Buttons Functions | copy, scan   |
| 9.     | Scanner Speed Details           | 10 sec/scan - preview<br>21 sec/scan - photo - color - 10x15cm<br>47 sec/scan - OCR - A4   |
| 10.    | Compliant Standards             | TWAIN  |
| 11.    | Supported Document Type         | bulk objects (such as books), plain paper, transparencies  |
| 12.    | Frequency Required              | 50/60 Hz   |
| 13.    | OS Required                     | Microsoft Windows 2000, Microsoft Windows Vista, Microsoft Windows Vista (64-bit versions), Microsoft Windows XP Professional, Microsoft Windows XP Professional x64 Edition |
| 14.    | Min Operating Temperature       | 50 °F  |
| 15.    | Max Operating Temperature       | 95 °F  |
| 16.    | Humidity Range Operating        | 15 - 85%   |
| 17.    | Warranty                        | 3 Years  |

**SPECIFICATIONS OF PHOTOCOPIER B/W:**

| SL.No. | Parameters                 | Specifications of Quoted Item   |
|--------|----------------------------|---|
| 1.     | Warm up time               | 28 Sec  |
| 2.     | Paper Capacity             | 250 Sheetsx2 Trays  |
| 3.     | Printing Technology        | Laser - monochrome  |
| 4.     | PC Connection Availability | Required  |
| 5.     | Feeder                     | Automatic Document Feeder/RADF  |
| 6.     | Network Type               | Ethernet 10 Base T/100 Base TX  |
| 7.     | Counter                    | 6 Digit Digital   |
| 8.     | Power Consumption          | Maximum 1800 Watt   |
| 9.     | Power                      | AC 230 +/- 10% Volts,50 Hz  |
| 10.    | Tonner Capacity            | 8000-15000 approx   |
| 11.    | Supported Protocol         | TCP/IP(IPv4/IPv6), NetBEUI,LPD;RAW;SMTP;POP3;FTP;SMB;LDAP; NTLM,SNMP(V1/V3);HTTP(S)IPP;IPP over SSL; WSD(Print /Scan) |
| 12.    | Operating System           | Windows 2000, Windows XP, Vista 2000, Windows 7, Windows 10 &   |

|     |   |  |  |
|-----|---|--|--|
|     |   | Server Versions  |  |
| 13. | <b>RAM</b>                                      | Minimum 64 MB  |  |
| 14. | <b>Operation Method</b>                         | Touch Panel/Manual   |  |
| 15. | <b>Processor</b>                                | 400 MHz & More   |  |
| 16. | <b>Copier Type</b>                              | Digital Multifunctional  |  |
| 17. | <b>Minimum number of copies taken per month</b> | More than 15000  |  |
| 18. | <b>Copy paper size</b>                          | A3/A4/A5-R   |  |
| 19. | <b>Continuous Copy Speed</b>                    | 18-22 copies per minute  |  |
| 20. | <b>Document Enlargement</b>                     | 25% to 400%  |  |
| 21. | <b>Copying Resolution</b>                       | 600x600 dpi  |  |
| 22. | <b>Copy mode</b>                                | Text,Text/Photo  |  |
| 23. | <b>Out Put</b>                                  | <b>Duplex</b>  |  |
| 24. | <b>Duplex Printing</b>                          | Automatic/Manual   |  |
| 25. | <b>Printing Speed</b>                           | 18-22 PPM  |  |
| 26. | <b>First copy time out</b>                      | Approx 3-5 sec   |  |
| 27. | <b>Original Size</b>                            | A3,A4,B5,A4-R,A5-R,B5-R  |  |
| 28. | <b>Print Resolution</b>                         | Upto 1200x1200 dpi   |  |
| 29. | <b>Network Printing</b>                         | Yes  |  |
| 30. | <b>Print Language</b>                           | PCL6,Post Script,XPS,PDF   |  |
| 31. | <b>Drivers</b>                                  | Windows 2000, Windows XP 32/64, Windows server 2003/2008 32/64 Bit, Windows Vista 32/64, Linux, Windows 7, 32/64 |  |
| 32. | <b>Print Technology</b>                         | Monochrome Laser   |  |
| 33. | <b>Interface</b>                                | Ethernet (10/100 base-T/Wireless LAN )   |  |
| 34. | <b>Print Cartridge</b>                          | Black  |  |
| 35. | <b>Network Protocols</b>                        | TCP/IP, IPX/SPX, NetBIOS, Apple Talk, Ether Talk   |  |
|     | <b>Scan Specifications Standard</b>             |  |  |
| 36. | <b>Scanner Mail Transmission</b>                | Yes  |  |
| 37. | <b>Scan Size</b>                                | A3,A4  |  |
| 38. | <b>Scan Resolution</b>                          | 600x600dpi   |  |
| 39. | <b>Scan Speed</b>                               | Normal   |  |
| 40. | <b>Scan Type</b>                                | Flatbed,ADF  |  |
| 41. | <b>File Format</b>                              | JPEG, TIFF, XPS, PDF, PDF/A-1b, Compact PDF/XPS  |  |
| 42. | <b>Authentication</b>                           | LDAP,SMTP, Windows Domain  |  |
| 43. | <b>RADF Capacity</b>                            | up to 100 sheets   |  |
| 44. | <b>Duplex Scanning</b>                          | Automatic/Manual   |  |
| 45. | <b>Network Printer &amp; Scanner</b>            | Required   |  |
| 46. | <b>Accessories</b>                              | AC Power Cable   |  |
|     |   | Min 5 Mtr long network cable   |  |
|     |   | Suitable stand to be provided if the height of machine is not enough to operate the machine                      |  |
| 47. | <b>Spares</b>                                   | Availability of spares parts and after sales services for 10 years from the date of invoice                      |  |
| 48. | <b>Maintenance kit</b>                          | Shall be provided by Supplier as per OEM recommendation or by the OEM for Copier/Printer/Scanner                 |  |
| 49. | <b>Warranty</b>                                 | 3 Years  |  |




**SPECIFICATIONS OF COLOUR PHOTOCOPIER:**

| SL.No. | Parameters                                      | Specifications of Quoted Item   |
|--------|---|---|
| 1.     | <b>Warm up time</b>                             | 28 Sec  |
| 2.     | <b>Paper Capacity</b>                           | 250 Sheetsx2 Trays  |
| 3.     | <b>Printing Technology</b>                      | Laser - monochrome  |
| 4.     | <b>PC Connection Availability</b>               | Required  |
| 5.     | <b>Feeder</b>                                   | Automatic Document Feeder/RADF  |
| 6.     | <b>Network Type</b>                             | Ethernet 10 Base T/100 Base TX  |
| 7.     | <b>Counter</b>                                  | 6 Digit Digital   |
| 8.     | <b>Power Consumption</b>                        | Maximum 1800 Watt   |
| 9.     | <b>Power</b>                                    | AC 230 +/- 10% Volts,50 Hz  |
| 10.    | <b>Tonner Capacity</b>                          | 8000-15000 approx   |
| 11.    | <b>Supported Protocol</b>                       | TCP/IP(IPv4/IPv6),<br>NetBEUI,LPD;RAW;SMTP;POP3;F<br>TP;SMB;LDAP;<br>NTLM,SNMP(V1/V3);HTTP(S)IPP;I<br>PP over SSL; WSD(Print /Scan) |
| 12.    | <b>Operating System</b>                         | Windows 2000, Windows XP, Vista<br>2000, Windows 7, Windows 10 &<br>Server Versions   |
| 13.    | <b>RAM</b>                                      | Minimum 64 MB   |
| 14.    | <b>Operation Method</b>                         | Touch Panel/Manual  |
| 15.    | <b>Processor</b>                                | 400 MHz & More  |
| 16.    | <b>Copier Type</b>                              | Digital Multifunctional   |
| 17.    | <b>Minimum number of copies taken per month</b> | More than 3000  |
| 18.    | <b>Copy paper size</b>                          | A3/A4/A5-R  |
| 19.    | <b>Continuous Copy Speed</b>                    | 18-22 copies per minute   |
| 20.    | <b>Document Enlargement</b>                     | 25% to 400%   |
| 21.    | <b>Copying Resolution</b>                       | 600x600 dpi   |
| 22.    | <b>Copy mode</b>                                | Text,Text/Photo   |
| 23.    | <b>Out Put</b>                                  | <b>Duplex</b>   |
| 24.    | <b>Duplex Printing</b>                          | Automatic/Manual  |
| 25.    | <b>Printing Speed</b>                           | 18-22 PPM   |
| 26.    | <b>First copy time out</b>                      | Approx 3-5 sec  |
| 27.    | <b>Original Size</b>                            | A3,A4,B5,A4-R,A5-R,B5-R   |
| 28.    | <b>Print Resolution</b>                         | Upto 1200x1200 dpi  |
| 29.    | <b>Network Printing</b>                         | Yes   |
| 30.    | <b>Print Language</b>                           | PCL6,Post Script,XPS,PDF  |
| 31.    | <b>Drivers</b>                                  | Windows 2000, Windows XP 32/64,<br>Windows server 2003/2008 32/64<br>Bit, Windows Vista 32/64, Linux,<br>Windows 7, 32/64           |
| 32.    | <b>Print Technology</b>                         | Monochrome Laser  |
| 33.    | <b>Interface</b>                                | Ethernet (10/100 base-T/Wireless<br>LAN )   |
| 34.    | <b>Print Cartridge</b>                          | Black   |
| 35.    | <b>Network Protocols</b>                        | TCP/IP, IPX/SPX, NetBIOS, Apple<br>Talk, Ether Talk   |
|        | <b>Scan Specifications Standard</b>             |   |
| 36.    | <b>Scanner Mail Transmission</b>                | Yes   |
| 37.    | <b>Scan Size</b>                                | A3,A4   |
| 38.    | <b>Scan Resolution</b>                          | 600x600dpi  |

|     |                                      |  |  |
|-----|--------------------------------------|--|--|
| 39. | <b>Scan Speed</b>                    | 20-25 ppm  |  |
| 40. | <b>Scan Type</b>                     | Flatbed,ADF  |  |
| 41. | <b>File Format</b>                   | JPEG, TIFF, XPS, PDF, PDF/A-1b, Compact PDF/XPS  |  |
| 42. | <b>Authentication</b>                | LDAP,SMTP, Windows Domain  |  |
| 43. | <b>RADF Capacity</b>                 | up to 100 sheets   |  |
| 44. | <b>Duplex Scanning</b>               | Automatic/Manual   |  |
| 45. | <b>Network Printer &amp; Scanner</b> | Required   |  |
| 46. | <b>Accessories</b>                   | AC Power Cable   |  |
|     |                                      | Min 5 Mtr long network cable   |  |
|     |                                      | Suitable stand to be provided if the height of machine is not enough to operate the machine      |  |
| 47. | <b>Spares</b>                        | Availability of spares parts and after sales services for 10 years from the date of invoice      |  |
| 48. | <b>Maintenance kit</b>               | Shall be provided by Supplier as per OEM recommendation or by the OEM for Copier/Printer/Scanner |  |
| 49. | <b>Warranty</b>                      | 3 Years  |  |

**TENDER DETAILS**

|                                  |  |                      |   |
|----------------------------------|--|----------------------|---|
| <b>Name of organization</b>      | <b>Apparel Training &amp; Design Centre</b>  |                      |   |
| <b>Location</b>                  | <b>Apparel Training &amp; Designing Centre, NHO<br/>Paridhan Vikas Bhawan,<br/>P-50,Sec-44,Institutional Area,<br/>Gurgaon(Haryana)-122003</b> |                      |   |
| <b>Scope of Work</b>             | <b>Supply of IT &amp; Office Equipments.</b>   |                      |   |
| <b>TENDER reference</b>          | <b>ATDC/NHO/RP/SMART/05/33/TE---- dated:31/08/2015</b>   |                      |   |
| <b>Contract value</b>            | <b>Estimated Value</b>   | <b>EMD</b>           | <b>Performance Security</b>             |
|                                  | <b>Rs24,00,000.00</b>  | <b>Rs. 50,000.00</b> | <b>(After finalization of contract)</b> |
| <b>Type of bid</b>               | <b>TWO Bid (Techno- Financial Bid)</b>   |                      |   |
| <b>Announcement Date</b>         | <b>18/08/2015</b>  |                      |   |
| <b>Closing Date/Time</b>         | <b>07/09/2015 at 1100 Hrs.</b>   |                      |   |
| <b>Opening Date/Time</b>         | <b>07/09/2015 at 1200 Hrs.</b>   |                      |   |
| <b>Name of Person in Contact</b> | <b>Dr.R.A.Lal / Rakesh Kumar Balyan</b>  |                      |   |
| <b>Designation</b>               | <b>HOD (RP/PP) / Purchase Officer(RP)</b>  |                      |   |
| <b>Address</b>                   | <b>Apparel Training &amp; Designing Centre,<br/>Paridhan Vikas Bhavan,<br/>P-50,Sec-44,Institutional Area,<br/>Gurgaon(Haryana)-122003</b>     |                      |   |
| <b>Email</b>                     | <b>lal@atdcindia.co.in,<br/><a href="mailto:balyanrakesh@atdcindia.co.in">balyanrakesh@atdcindia.co.in</a></b>                                 |                      |   |
| <b>Phone</b>                     | <b>0124-4659-511 / 507</b>   |                      |   |
| <b>Fax</b>                       | <b>0124-4659-500</b>   |                      |   |

  
**(Dr.R.A.Lal)**  
**HOD (RP/PP)**

### **Term & Conditions**

**Price:** The price quoted for each item should be inclusive of all taxes, installation, commissioning & freight Charges. The price shall be quoted separately for each item in the given format only. The delivery shall be effected as per delivery schedule **(to be specified with the P.O.)** in the Centres pan-India.

**Tender Fee & EMD:** Tender fee and EMD shall invariably be submitted by all the bidders **irrespective of their registration status** with any organization.

**Validity of Quote:** Quotes must be on company letter head and should be valid for minimum 180 days. Quotes having validity lesser than 180 days would not be considered. Quotes such as "Subject to prior Sale" or "Till Stocks lasts" are not acceptable.

**Minimum Order Quantity (MOQ):** Purchase Order would be released against quantity as & when required for rate contracted item. Condition of **Minimum Order Quantity (MOQ)** from the side of vendor shall not be accepted in any case.

**Rejection of quote:** Quotes forwarded through email or by fax shall be summarily rejected. Sealed Tender should be dropped in tender box kept for the purpose at the reception.

**Awarding of Contract:** Item wise contract shall be awarded to the successful bidder. No claim for awarding contract for all tendered items shall be entertained from any successful bidder. The decision of ATDC shall be final towards finalization of contract. Further, the decision of Core Purchase Committee towards the selection of **Make & Model** the product to be procured, shall be final.

**Payment Terms:** Payment will be made in maximum 30 days after successful installation of goods. Payment terms such as "100% advance", "100% against delivery" will not be accepted.

**Warranty:** Warranty for a period of 3 years from the date of Invoice would be submitted towards manufacturing defects etc. If any part found defective, the supplier would arrange free replacement immediately at suppliers cost and risk. During this period the entire service support would be free.

**Installation:** The approved Authorized Agent / OEM would make available a technical person for successful installation & commissioning of item at ATDC-SMART Centre as per the enclosed list. The Place of installation is tentative and may be changed without assigning reason. There has to be a nominated person to coordinate with ATDC, NHO Gurgaon.

**Instruction Manuals & Accessories:** Each item should have instruction manual; tool Kit including standard accessories which may be handed over to the authorized ATDC-SMART Centres staff at the time of installation of the item. The function of gadget will be demonstrated to ATDC faculty after the installation. The installation will be considered as complete only when the Gadget is shown as fully functional and certified so by the Centre head.

**Packing & Forwarding:** The packing of each item should be of international standard to avoid transit damages up to our all ATDC-SMART Centres including insurance.

**LD Clause:** The seller will pay to the buyer penalty for the delay in delivery due to reason attribute to the seller @ 0.5% of cost of equipment overdue for each of the first four full weeks and @ 1% for each subsequent full weeks of delay thereafter. However the total amount of penalties shall not exceed 10% of the cost of the value of the equipment delayed. Should the delay be more than three months ATDC may exercise the right to cancel the unfulfilled part of the contract. The seller/vendor undertakes to pay the penalties against the buyers' relevant invoices for the direct loss caused by non-delivery of goods.

**Bid security:** against the estimated value of tendered items bid security of ` **50,000.00** should be deposited along with the quote by means of Account payee Demand Draft drawn on any of the commercial banks favouring "Apparel Training & Design Centre" payable at Gurgaon. **If a bidder is not willing to quote for all items, the EMD should be calculated @ 2% of estimated value of the quoted item(s) and submitted along with bid.**

**In case successful bidder declines the offer of contract for whatsoever reasons; the EMD submitted by successful bidder would be forfeited.**

**Performance Security Deposit:** The performance security shall be deposited by the bidders whom the contract is awarded by means of Demand Draft/Bank Guarantee drawn on any commercial bank. The Performance Security shall be calculated @ 5-10% of total contract value and communicated to the vendor/firm accordingly. In case Performance Security is deposited by means of bank guarantee, it should be valid for 3 Years from the date of invoice with a claim period of further three months.

**Canvassing:** Canvassing directly or indirectly in connection with tender is strictly prohibited and the tenders submitted by the firm who resort to canvassing are likely to be rejected.

The firm/vendor blacklisted by any government organization is not eligible to participate in the tendering process.

**Arbitration:** In case of any dispute the same will be solved by means of arbitration, within New Delhi jurisdiction only.

**Clarifications:** if any may be obtained through email [lal@atdcindia.co.in](mailto:lal@atdcindia.co.in), [balyanrakesh@atdcindia.co.in](mailto:balyanrakesh@atdcindia.co.in) or telephonically on 0124-4659-507/511.

The envelope containing quotes should be sealed and super scribed as:

- (i) Tender Ref No. ATDC/NHO/RP/SMART/05/33/TE-05 Date: 18/08/2015.
- (ii) Tender for: Supply of IT & Office Equipments.
- (iii) Closing date: 07/09/2015 at 1100 Hrs.
- (iv) Opening Date: 07/09/2015 at 1200 Hrs.

Late bids will not be considered.

The bids should be addressed to:

**HOD (RP/PP),  
ATDC, Paridhan Vikash Bhavan,  
P-50, Sec-44, Institutional Area,  
Gurgaon (Haryana)-122003**



**(Dr.R.A.Lal)  
HOD (RP/PP)**

**PART 2**  
**FINANCIAL BID**

**FINANCIAL BID**

The bidders shall quote rates in figures as well as in words for items given in Abstract of Cost. The tenderers shall also work out the total amount of his offer and same should be written in figures as well as in words. The rebate, if any, quoted by the Bidder should be entered in the column provided for rebate and amount after rebate shall be worked out and to be entered in price bid in figures as well as in words by the tenderer.

**(Dr.R.A.Lal)**  
**HOD (RP/PP)**

**FINANCIAL BID FORMAT**  
(On Company / Firm's letter head)

**(Note: The quotes would be accepted in the following format only)**

Quotation No. -----

Date: -----

To,  
HOD (RP/PP),  
ATDC, Paridhan Vikash Bhavan,  
P-50, Sec-44, Institutional Area,  
Gurgaon (Haryana)-122003

**SUBMISSION OF QUOTES AGAINST**  
**TENDER ENQUIRY NO.ATDC/NHO/RP/SMART/05/33/TE-05 Dated: 18/08/2015**

Dear Sir,

We are pleased to forward the best rates for the supply of the brand new items as per the following details.

| SL No. | Item description                             | Unit | Qty | Cost per unit | Total Value |
|--------|--|------|-----|---------------|-------------|
| 1.     | Laser Jet Printer B/W<br><br>Make:<br>Model: | Each | 165 |               |             |

**Above quoted price should be inclusive of Excise Duty, VAT / CST, Installation, packing & freight Charges.**

Delivery Period: -----

Payment terms: -----

Warranty/guarantee:3 Years from the date of invoice

Validity of quote: Not less than 180 days

(Sign. of authorized Signatory  
With rubber stamp)



**FINANCIAL BID FORMAT**  
(On Company / Firm's letter head)

**(Note: The quotes would be accepted in the following format only)**

Quotation No. -----

Date: -----

To,  
HOD (RP/PP),  
ATDC, Paridhan Vikash Bhavan,  
P-50, Sec-44, Institutional Area,  
Gurgaon (Haryana)-122003

**SUBMISSION OF QUOTES AGAINST**  
**TENDER ENQUIRY NO.ATDC/NHO/RP/SMART/05/33/TE-05 Dated: 18/08/2015**

Dear Sir,

We are pleased to forward the best rates for the supply of the brand new items as per the following details.

| SL No. | Item description                        | Unit | Qty | Cost per unit | Total Value |
|--------|---|------|-----|---------------|-------------|
| 2.     | Flat Bed Scanner<br><br>Make:<br>Model: | Each | 50  |               |             |

**Above quoted price should be inclusive of Excise Duty, VAT / CST, Installation, packing & freight Charges.**

Delivery Period: -----

Payment terms: -----

Warranty/guarantee:3 Years from the date of invoice

Validity of quote: Not less than 180 days

(Sign. of authorized Signatory  
With rubber stamp)

**FINANCIAL BID FORMAT**  
(On Company / Firm's letter head)

**(Note: The quotes would be accepted in the following format only)**

Quotation No. -----

Date: -----

To,  
HOD (RP/PP),  
ATDC, Paridhan Vikash Bhavan,  
P-50, Sec-44, Institutional Area,  
Gurgaon (Haryana)-122003

**SUBMISSION OF QUOTES AGAINST**  
**TENDER ENQUIRY NO.ATDC/NHO/RP/SMART/05/33/TE-05 Dated: 18/08/2015**

Dear Sir,

We are pleased to forward the best rates for the supply of the brand new items as per the following details.

| SL No. | Item description                       | Unit | Qty | Cost per unit | Total Value |
|--------|--|------|-----|---------------|-------------|
| 3.     | Photocopier B/W<br><br>Make:<br>Model: | Each | 20  |               |             |

**Above quoted price should be inclusive of Excise Duty, VAT / CST, Installation, packing & freight Charges.**

Delivery Period: -----

Payment terms: -----

Warranty/guarantee:3 Years from the date of invoice

Validity of quote: Not less than 180 days

(Sign. of authorized Signatory  
With rubber stamp)

**FINANCIAL BID FORMAT**  
(On Company / Firm's letter head)

**(Note: The quotes would be accepted in the following format only)**

Quotation No. -----

Date: -----

To,  
HOD (RP/PP),  
ATDC, Paridhan Vikash Bhavan,  
P-50, Sec-44, Institutional Area,  
Gurgaon (Haryana)-122003

**SUBMISSION OF QUOTES AGAINST**  
**TENDER ENQUIRY NO.ATDC/NHO/RP/SMART/05/33/TE-05 Dated: 18/08/2015**

Dear Sir,

We are pleased to forward the best rates for the supply of the brand new items as per the following details.

| SL No. | Item description                          | Unit | Qty | Cost per unit | Total Value |
|--------|---|------|-----|---------------|-------------|
| 4.     | Photocopier Colour<br><br>Make:<br>Model: | Each | 02  |               |             |

**Above quoted price should be inclusive of Excise Duty, VAT / CST, Installation, packing & freight Charges.**

Delivery Period: -----

Payment terms: -----

Warranty/guarantee:3 Years from the date of invoice

Validity of quote: Not less than 180 days

(Sign. of authorized Signatory  
With rubber stamp)